

CALENDAR

[Video Tutorial](#)

Click on **CALENDAR** icon to get your flights, maintenance or reservations displayed as calendar duties. By using left-hand side filter you can define the view by modifying options in **3** tabs: **Schedule, Aircraft & More.**

Description



Calendar - the general view



Flight details when hovering the mouse over STD

Bartoli Aaron (CPT, FO)

WorkPhone: [+44 3333 3333](tel:+4433333333)
 PrivatePhone: —
 Email: bkaminaki@leonsoftware.com

▼ Currency status: **Expired**

91 days currency (3 take-offs and landings)

GLF4:G450 (days left to expire) **75**
 Accumulated: 6 take-offs, 6 landings
 Last day: 06-05-2018

91 days currency (50h total block time)

(days left to expire) **82**
 Accumulated: 218 block time hours
 Last day: 13-05-2018

41 days period of no activity

(days left to expire) **34**
 Last day: 26-03-2018

91 Endorsements days to expire

Chinese Visa	0
Insurance	0
US Visa	0
Radio licence	0
OPC	0
Passport alternative	0
Licence	0
Safety & Emergency Procedures	7273

Last day: 19-01-2038

Warnings:

BAR Bartoli Aaron has expired endorsements:

- Licence (expired 31-10-2017)
- Chinese Visa (not issued)
- Insurance (not issued)
- US Visa (not issued)
- Radio licence (not issued)
- OPC (not issued)
- FTL violation

Crew details tooltip - contact details, currency, endorsements data

Each flight appears as a belt: flight confirmed (green) or an option (striped)

08:00	LTN-SXF	10:00	10:00	LTN-WAW	12:50
CREW	1 PAX		1 PAX		

with the information such as:

- **Schedule times**
- **ADEP/ADES airports codes**
- **FERRY/PAX number**
- **OPS/Sales checklist status**
- **Crew**

If you hover the mouse over STD, STA, ADEP or ADES - Leon also shows a tooltip with Flight number & Trip number (apart from other details such as changes history or airport details). You can check an aircraft phone number by hovering the mouse over aircraft registration (phone number needs to be inserted in aircraft profile page, section Fleet).

In this section you can **add a flight** in **2** ways:

1. By using **NEW TRIP** button located at the bottom of the page
2. By right-clicking the mouse on the square which will bring **ADD TRIP** button.

It is possible to move the flight to another aircraft or a date by dragging & dropping it. Click on the flight and hold until the screen gets active, then move the flight. Leon will not allow to move the flight with

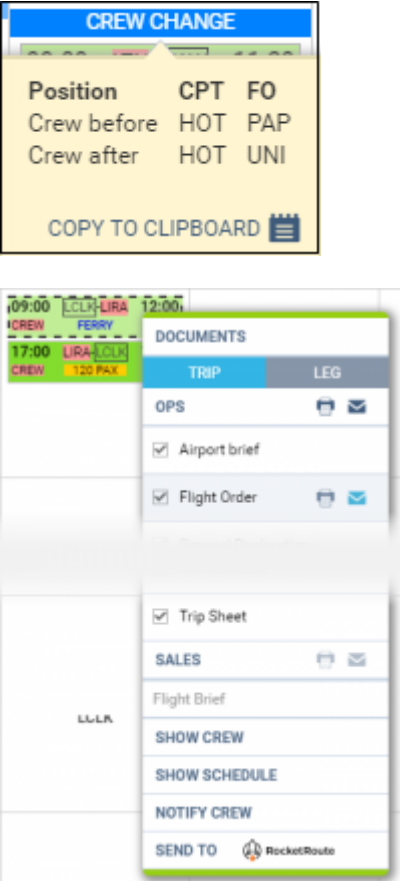
added Journey Log or when it is being edited.

Once the **Journey Log** details have been added, Leon will show **BLOFF & BLON** times instead of STD & STA times.

If you hover the mouse over **CREW**, assigned crew will show up information such as:

- Crew name/surname and the aircraft position.
- Contact details (if inserted into crew profile).
- Warnings about expired currency, endorsements, airport discontinuity or FTL violations - click 'Crew & Endorsements' to expand the list of details.

If crew have been changed, Leon shows a blue belt on top of the rectangle - when you hover the mouse you will get an information about who changed who (see below).



Printing documents for selected legs


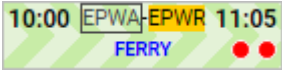
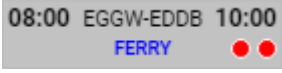



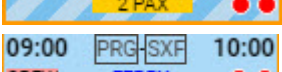
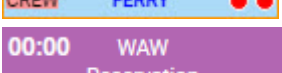

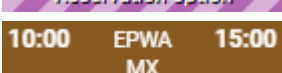


Each rectangle has a background which indicates a stage of realisation of a particular flight or operation. Colour codes are described below:

- 18:00 LTN-WAW 20:45
CREW 1 PAX

 - Flight is confirmed
- 08:00 LTN-SXF 10:00
CREW 1 PAX

 - Flight is not confirmed (option)
- 10:00 LGMK-EGGW 13:40
FERRY

 - Ferry flight confirmed

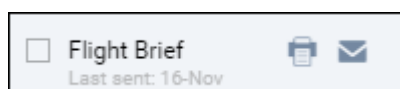
-  - **Ferry option**
-  - **Opportunity** (more information [here](#))
-  - **Flight is completed (Journey Log has been added)**
-  - **Cancelled flight**
-  - **Non-Commercial flights such as Crew Private, Technical flight, Training flight and Flight for owner**
-  - **Non-Commercial flight is not confirmed (option)**
-  - **Non-Commercial ferry flight**
-  - **Any type of aircraft reservation**
-  - **Reservation option**
-  - **Maintenance**
-  - **Maintenance option**
-  - **AOG maintenance**

It is possible to **print** or **send** documents from documents pop-up window. As you can see in the attached screenshot Leon gives you an option to **send** (envelope icon) or **print** (printer icon) marked documents either per **Leg** or per **Trip** by clicking on the icon by the main section (OPS, SALES). In this case at least one document has to be ticked in order to make the icon by main section active. If you hover the mouse over any available document Leon will also display both icons next to the document. This will allow you to send or print a document individually.

If you are sending **OPS documents** Leon will automatically populate e-mail addresses of the Crew assigned to this flight. E-mails are taken from **Work email** in User Profile section. **From** email address is imported from **work email** of the person sending the documents.

For **SALES documents**, **From** e-mail addresses, Subject and E-mail body are imported from 'Quotation Email Templates' Settings. There, you can also upload additional files that can be sent along with standard sales documents. If you are sending **all SALES documents** in one email, Leon will only suggest **From** and **To** e-mails and also the Sales documents will be attached.

After sending SALES documents, Leon will display the "Last sent" date in the document menu (see the screenshot below) underneath sent document. This will only show when you hover the mouse over the document. You can click on the date and Leon will display sent document.



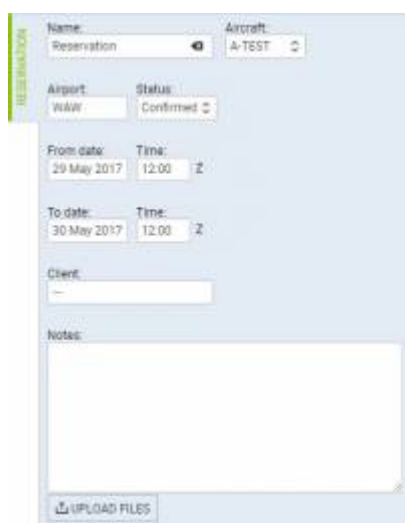
It is also possible to **mark number of legs of the same trip**. It will allow you to print flight documents, and use additional options such as Show crew and Schedule as well as Notify Crew, for these particular selected legs.

In order to select multiple legs you have to hold the **Ctrl** button and click on the flights of your choice. As you can see in the screenshot all the selected legs will display with the dotted line.

If you try to print documents for the flights assigned to 2 different aircraft, Leon will display error message: **More than 1 aircraft selected**.

It is not possible to send OPS and SALES documents in one e-mail. If the documents from SALES section are inactive, it means that the Quotation for this trip is not yet created in a tab TRIP.

Reservation

The screenshot shows a 'Reservation' form with the following fields: 'Name' (set to 'Reservation'), 'Aircraft' (set to 'A-TEST'), 'Airport' (set to 'WAW'), 'Status' (set to 'Confirmed'), 'From date' (29 May 2017) and 'Time' (12:00), 'To date' (30 May 2017) and 'Time' (12:00), 'Client' (empty), and 'Notes' (empty text area). There is an 'UPLOAD FILES' button at the bottom left.

Adding an aircraft reservation in OPS

To add a new reservation from **Calendar** section click **New Reservation** button (at the bottom of the screen), or right-click the mouse and select 'ADD RESERVATION' link and insert details in the right-hand filter, such as: name, aircraft, airport, status, date & time, client, notes). **Notes** inserted into the Reservation will appear in a pop-up window when you hover the mouse over it.

There are **7** default types of reservations:

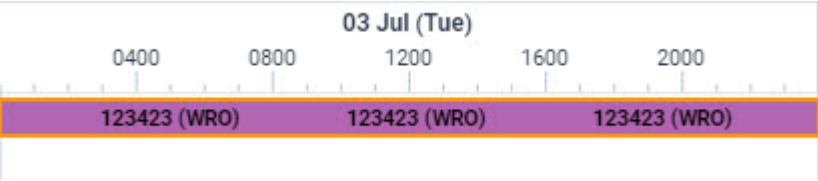
- **Reservation**
- **No crew**
- **No charter**
- **Owner's approval**
- **Crew on request**
- **36 hrs crewrest**

When one of the above types is selected it appears in the Calendar/Timeline. However, it is possible to input any name of the reservation manually and it will overwrite selected type.


Once it's added it will appear in sections CALENDAR and TIMELINE, as well as in Sales > Calendar. You can always click any reservation and change its details.

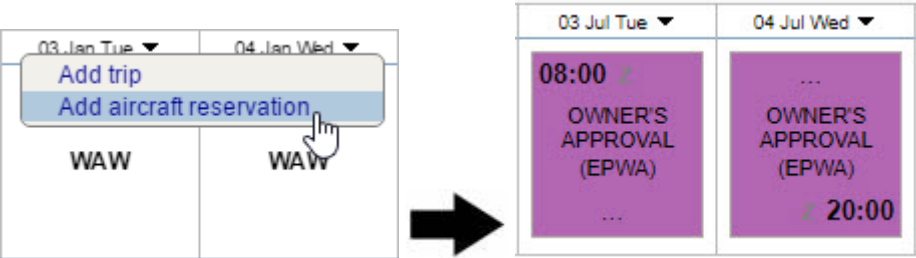
G450 M-NOEL	12:00 WAW Reservation	WAW 18:00 Reservation

CALENDAR



TIMELINE

To add a reservation from a section Sales > Calendar click  on a selected day, right next to the date. The new window will come-up and mandatory fields like: aircraft type, registration, airport, date & time - all these fields need to be filled in. You can also add the name of the reservation, client, type of reservation and notes.



Filter

The filter in the **Calendar** panel is very similar to the one in the panel **Table** with the difference explained below.

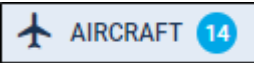
Tab SCHEDULE

- **Show on schedule** - select which type of activities should get displayed: flights, maintenance, reservations.
- **Sort aircraft by** - there are 5 ways you can group flights in the table view: MTOW Ascending, MTOW Descending (defined in [Fleet](#) section), Registration, Pax capacity, ICAO home base (also defined in Fleet).
- **Layout** - an option to view aircraft either vertically or horizontally.
- **Flight type** - select which type of flights should be displayed.
- **Commercial type** - option to see either 'Commercial' or 'Non-commercial' flights, or both.
- **Flight status** - shows confirmed and/or not confirmed flight (options).
- **Show** - you can narrow your view by excluding ferry, cancelled or terminated flights.
- **Preferred airport code** - select ICAO or IATA codes.
- **Preferred time zone** - select between UTC, LT and Base Time.

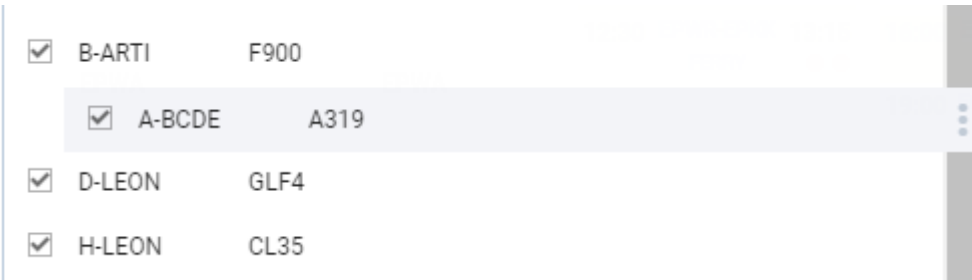
Aircraft



Panel 'Aircraft' of the OPS section

Aircraft panel allows to define for which tails Leon should show flights in a section OPS. On the options-bar click  (where circled-blue is the number of active tails) and Leon will show a new poop-up window, where you can mark/unmark particular tails.

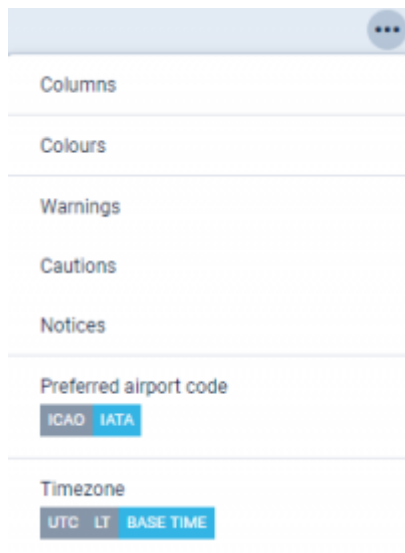
Use 'Filter' or 'Sort by' options to chnage the order of tails in the **Calendar** panel. You can also chnage the order by drag & dropping the tail in the pop-up window.



Tab MORE

Options are the same as in section [TABLE](#).

VIEW SETTINGS filter



View settings panel

Each Leon user can define his **own view** of the schedule list. It is possible to add or remove **columns**, decide if ACFT or Flight number should appear with a **colour**, if Leon should show any **warnings**, **cautions** or **notices** and to define **preferred airport code** as well as **timezone**.

If any of the warnings, cautions or notices have applied, Leon will **highlight aircraft registration** in red, yellow or white respectively.

To access the panel click  icon in top-right corner of the screen.


Columns

Leon allows to add more **columns** to the overall schedule view (apart from the default ones, such as: FW & JL, Flight No., Day, Date, STD, ADEP, ADES, STA, ACFT, PAX, Tags) - click 'Columns' and mark appropriate checkbox, then click 'APPLY'.

Colours

Here you can define if Leon should colour **Flight No.** column and/or **ACFT** column, as well if Leon should dim ferry legs. By marking a checkbox **Entire leg row** Leon will colour an entire row, either with the flight type colour (if 'Aircraft colours' checkbox is left unmarked), or with an aircraft colour (if 'Aircraft colours' checkbox is marked). If both checkboxes (Flight type & Aircraft colours) are marked - Leon will show an aircraft colours as this colour has priority over flight type one.

Warnings

All **warnings** in Leon are displayed in red. Here, you can mark particular (or all) checkboxes and if i.e.: PAX passport is expired, crew FTL violated or crew endorsement is expired - Leon will show PAX number value in red  just like crew codes. User can hover the mouse over the alerted item to see details.

Cautions

Here you can mark checkboxes for particular cautions, i.e.: PAX passport missing, Airport cat B or HIL restriction, which Leon shows in the Table page in yellow **GVA**. Hover the mouse over the alerted item to see details.

Notices

Notices are displayed in the Table page in white **LTN** and can be turned on for items like i.e.: Airport note, Flight diverted or Aircraft documents expired. Hover the mouse over the alerted item to see details.

Preferred airport code

Switch between **ICAO** & **IATA** airport codes to be displayed in the OPS section (Table, Calendar or Timeline).

Timezone

Here you can choose if Leon should show STD & STA times in **UTC**, **LT** (at ADEP/ADES airports) or **Base Time** (defined in an user's profile).

Day Note in Calendar view



Editing 'Day Note' in Calendar view

It is now possible to add a **Day Note** per aircraft in the **Calendar** section.

To add a Day Note follow these steps:

1. Choose a specific day and aircraft in the Calendar view you would like to add a Day Note for.
2. Right-click the mouse within this tile to open the dropdown list.
3. Choose 'Add Day Note' option to open the edit window.
4. Insert the note and press 'SAVE'.
5. Once saved, it will display as **DAY NOTE** within the particular tile, it was added to.

Hovering the mouse over the **DAY NOTE** will display the text of the note in the tooltip.

You can also **edit** and **delete** the flight note. The process is similar to the one when adding a note. You simply right-click the mouse and choose 'Edit Day Note' option. Edit window will contain both **EDIT** and **DELETE** button.

The 'Day Note' doesn't feature anywhere apart from the 'Calendar' view in the OPS.

See also:

- [TABLE](#)
- [TIMELINE](#)

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